



Books Division

Proofs to author. Include, delete, or alter items, depending upon procedures, the elements in the manuscript, and the tasks you want the author to do. For example, if the manuscript has footnotes, delete the material on endnotes. If the author is not compiling the index, delete the material on indexing. If you are using a proofreader (who will get master proofs and edited manuscript), delete mention of master proofs and edited manuscript.

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ADDRESS

Dear _____:

I am pleased to enclose page proofs for BOOK. The package contains the master set of proofs, a second set of proofs to use in preparing the index, and the edited manuscript. Please return the corrected master proofs and edited manuscript to us by DATE, and the index by DATE. Please let me know right away if you will need more time.

Please read the master proofs carefully, word for word, against the edited manuscript, marking all corrections either “PE,” for “printer’s error” (when the proof does not match the manuscript), “AA,” for author’s alteration” (when you are making a new change), or “EA,” for editorial alteration (when the proof does not reflect a change you asked for in the manuscript). Any correction not so marked may be taken to be an AA. Please mark the proof neatly and clearly, in red or other bright-colored pencil. Remember that alterations at this stage are very costly, both in time and money, and should be confined to fixing printer’s errors and factual errors. If you make more than a very few AAs, you may be charged for them (please see your contract), and even the smallest change may affect pagination and therefore the index. Please resist the urge to fine-tune or rewrite.

Please look carefully at the **frontmatter**, including the copyright page, and make sure that the **table of contents** matches the chapter openings, running heads, and, if they are listed in the table of contents, subheadings. Add **page numbers** to the table of contents. Ensure that all **illustrations** match their captions and that **illustrations** and **tables** match the references to them in the text and are appropriately located. Add page numbers to the **lists of tables and illustrations** in the frontmatter. Check that the **footnotes** are in correct sequence, that each corresponds to the proper reference number in the text, and that each begins on the page where its reference appears in the text. Check that the **endnotes** are in correct sequence and correspond to the proper reference numbers in the text. In the

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backmatter, add page numbers to the running heads for the endnotes (which now read “Notes to pages 000–000”).

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Sincerely yours,